

ADVERTISED BID CITY OF ST. LOUIS

OFFICE OF THE SUPPLY COMMISSIONER
1200 MARKET ST RM 324
ST LOUIS MO 63103-2842



REQUEST FOR QUOTE

51412Q0083

PAGE

1

ADDRESS CORRESPONDENCE TO

We agree to furnish the following articles to the City of St. Louis, free of any extra charges, in the quantity named and at the prices respectively stated:

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STREET DIVISION
1900 HAMPTON AVE
ST LOUIS MO

63139

SEE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS QUOTATION SHEET.

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/10/11				

REPLY DUE BY: 12/06/11 12:00 O'CLOCK NOON

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	REQ LINE NUMBER : 0001					
	1	EA	STRT	VAN350		
	TELESCOPING AERIAL BASKET VAN					
	MAKE		MODEL		YR	
	-----		-----		-----	
	AS PER ATTACHED SPECIFICATIONS.					
	BIDDERS MUST INDICATE ON ATTACHED SPECIFICATION SHEETS OR ATTACHED LETTERHEAD WHERE BOTH CONFORM TO AND DEVIATED FROM STATED SPECIFICATIONS. NO EXCEPETIONS!					
	BID TO INCLUDE MFGR. SPECIFICATIONS AND CATALOGUE CUT.					
	*****IMPORTANT NOTE*****					
	THE VEHICLE MUST COME EQUIPPED WITH THE FLEET EFFICIENCY MANAGEMENT SYSTEM VEHICLE DATA MODULE KIT INSTALLED. NO EXCEPTION TO BE TAKEN. TO INCLUDE CABLE/ MODULE TO CONNECT WITH VEHICLE ECM.					
	FLEET EFFICIENCY CONTACT: RON HORSTMANN 314-754-7498 OR FLEETEFFICIENCY@CHARTER.NET					
	DEPT. CONTACT: PAT DUNN 314-768-2898, X1303					
	STATE BEST GUARANTEED DELIVERY:				A.R.O.	

	PLEASE RESPOND: VENDOR MUST COMPLETE, SIGN & RETURN THE ENCLOSED BUY AMERICAN FORM WITH THEIR BID.					
	TOTAL →					

NAME OF FIRM		STATE DELIVERY:	COMPTROLLER	Date
ADDRESS				CALENDAR DAYS
CITY	STATE	SIGNED BY:	SUPPLY COMMISSIONER	Date
PHONE Area Code ()				



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<p>IT IS THE POLICY OF THE SUPPLY DIVISION THAT ALL BIDS/ CONTRACTS AWARDED IN THE AMOUNT OF \$500.00 AND ABOVE ADHERE TO THE MAYOR'S EXECUTIVE ORDER #28 WHICH RE- QUIRES MINIMUM UTILIZATION OF MINORITY OWNED BUSINESSES OF 25% AND WOMEN OWNED BUSINESSES OF 5%. ALL VENDORS MUST COMPLY WITH THIS POLICY AND ALL OTHER PROVISIONS OF EXECUTIVE ORDER NO. 28.</p> <p>ALL BIDS MUST INCLUDE COMPLETED "BUY AMERICAN" AND "MINORITY/WOMEN UTILIZATION STATEMENT" FORMS, AND ANY SUPPLEMENTAL INFORMATION REQUIRED. ANY QUESTIONS SHOULD BE DIRECTED TO THE BUYER.</p> <p>.....</p> <p>BIDS WILL BE AWARDED BASED ON OFFICIAL SPECIFICATIONS PROVIDED BY SUPPLY DIVISION ONLY & ANY RELATED ADDENDA. ALL INQUIRIES MUST BE IN WRITING (LETTER/E-MAIL/FAX) TO THE FOLLOWING BUYER: SHARON COLEMAN - COLEMANS@STLOUISCITY.COM FAX# 314-622-4141 PHONE# 314-622-4596</p> <p>PLEASE TYPE NAME OF CONTACT PERSON FOR THIS BID: NAME: _____ FAX: _____ E-MAIL: _____</p>						
TOTAL ➡						

NAME OF FIRM		STATE DELIVERY:	COMPTROLLER	Date
ADDRESS				CALENDAR DAYS
CITY	STATE	SIGNED BY:	SUPPLY COMMISSIONER	Date
PHONE Area Code ()				



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<p>IF FREIGHT OR DELIVERY CHARGE TO BE BILLED, IT MUST BE INCLUDED IN THIS QUOTE OR IT WILL NOT BE PAID. () FREIGHT IS INCLUDED IN THE QUOTED UNIT PRICE. () WE WILL CHARGE FREIGHT/DELIVERY IN THE AMOUNT OF: \$ _____</p> <p>ALL BIDS MUST BE RETURNED IN SEALED ENVELOPE. FAXED BIDS, UNLESS SPECIFICALLY REQUESTED BY CITY, WILL BE REJECTED. IF UNCERTAIN, CONTACT BUYER NAMED HEREIN. ENVELOPE SHOULD BE MARKED WITH BID # & OPENING DATE.</p> <p>***** WEBSITE INFORMATION *****</p> <p>* * TO DOWNLOAD SUPPLY BIDS GO TO: * * HTTP://STLOUIS-MO.GOV/SUPPLY/BID-NOTICES.CFM * * CLICK ON BID NOTICES *****</p>						
						TOTAL →

NAME OF FIRM		STATE DELIVERY: CALENDAR DAYS	COMPTROLLER	Date
ADDRESS				
CITY	STATE	SIGNED BY:	SUPPLY COMMISSIONER	Date
PHONE				
Area Code ()				



CODE	DESCRIPTION	YES	NO
E3E	E350 CARGO VAN		
	138" WHEELBASE		
YZ	OXFORD WHITE CLEARCOAT		
A	STD VINYL BKT SEAT		
E	MEDIUM GRAPHITE		
760A	PREF. EQUIP. PKG.		
	STANDARD TRIM:		
572	AIR CONDITIONING		
587	ELEC AM/FM RADIO		
642	16" HUBCAP/WHL		
99L	5.4L EFI V8 ENGINE		
44Q	ELEC 4-SPD AUTO		
T38	LT245/75RX16E BSW		
20N	9500# GVWR		
X34	3.73 REG AXLE		
425	50 STATE EMISSIONS		
163	FLR VINYL, REAR		
	202 PAYLOAD PKG.		
178	GLASS, FIX SIDE/RR		
153	FRONT LICENSE PLATE HOLDER		
96G	RACKS & BINS, MASTERACK		
	POWER DOOR LOCKS		
53K	MODIFIED VEHICLE WIRING KIT		
52S	UPFITTER SWITCHES		
53S	MODIFIED WIRING SYSTEM		
63M	155 AMP HIGH OUTPUT ALTERNATOR		
47Z	AMB. PKG. NO REQUIRED		
625	REAR VIEW MIRROR		
945	AUX FUEL PORT		
86A	9-LEAF RR SPRG FOR AERIAL LIFT		
	4600# FRONT GAWR / SPRINGS		
	5400# REAR GAWR / SPRINGS		
	SP DLR ACCT ADJ		
8	US GAL GAS		
B4A	NET INVOICE FLEET OPTION		
C09	PRICED DORA		
	DESTINATION AND DELIVERY		
	TOTAL BASE AND OPTIONS		

**MINIMUM SPECIFICATIONS FOR 34' WORKING HEIGHT
TELESCOPING AERIAL BASKET VAN
(29 foot to bottom of bucket)**

ETT29SNV

This specification is to set forth the specific requirements for a 34 foot working height (29 foot to bottom of platform), hydraulic operated, telescopic aerial device equipped with single platform mounted on an appropriate van.

This aerial device shall be to the manufacturer's standard. It shall be equipped with the manufacturer's equipment and accessories which are included as standard in the advertised and published literature for the unit. No such item of equipment or accessories shall be removed or omitted for the reason that it was not specified in the bid.

If it is necessary to bid alternate equipment or to take exceptions to the specification as set forth, this must be so stated in your bid. For each item, please place an X in the appropriate space (Yes __ No __) to signify whether or not you are in complete compliance with the specification. Failure to follow the format or answer the specification may cause your bid to be disqualified. If you need extra space to describe your product, please feel free to attach extra sheets. When doing this, be sure your description references the appropriate question number.

The bidder shall indicate an appropriate response in EVERY SPACE in the respondents section. This may be a "YES", indicating COMPLETE COMPLIANCE with the specification, or a DETAILED DESCRIPTION of any and all deviations.

		Yes	No
	<u>GENERAL SPECIFICATIONS:</u>		
1.	<p>GENERAL</p> <p>This specification covers the procurement, the installation, testing and certification of an Aerial Device, body and other equipment mounted on a van herein specified.</p> <p>Vans completed to these specifications, unless specifically stated otherwise herein, shall conform to the Department of Transportation, the van manufacturer and equipment manufacturers standard specifications.</p> <p>The completed unit must be certified by the subsequent stage manufacturer to meet all applicable State and Federal requirements including, but not limited to ANSI, OSHA, and DOT.</p> <p>Design criteria shall be in accordance with current industry and engineering standards applicable and accepted for structural and hydraulic design safety factors. The design criteria shall consider the effects of fatigue from dynamic loading and field proven past designs on Aerial Devices.</p>		

		Yes	No
GENERAL SPECIFICATIONS:			
2. MOUNTING AND STABILIZERS			
The Aerial Device must be capable of passing ANSI92.2, 2001 stability tests when installed on a van The Aerial device shall be located on the van so that the van is balanced adequately for a reasonable load capacity.		_____	_____
Bridge type frame to mount at the sides of the van to keep the center of van clear for storage or shelving.		_____	_____
3. AERIAL DEVICE			
The aerial device shall be Telescopic in nature.		_____	_____
The hydraulic rotating Aerial Device shall be mounted on top of the van with the basket stowed over the rear bumper extension.		_____	_____
Stowed height not to exceed 9'6".		_____	_____
Bottom of bucket height shall be 29'*		_____	_____
Working height shall be 34'*		_____	_____
Lower boom articulation of -5 degrees to +83 degrees.		_____	_____
Side reach with side mount basket will be 20' 6".		_____	_____
4. ROTATION			
Rotation shall be provided by worm gear drive, driving an induction hardened shear ball bearing rotation gear.		_____	_____
390 degrees non-continuous at a speed of approximately one rotation in 60 seconds. It must have the capability of being rotated manually in case of hydraulic failure.		_____	_____
5. BASKET			
One single man basket, 24" X 30" X 42", side mounted. Center door in lieu of duck under bucket. Baskets with steel reinforcing are not acceptable.		_____	_____
Basket capacity of 350 pounds.		_____	_____
Body safety harness with deceleration lanyard.		_____	_____
The basket shall level by gravity with a hand brake.		_____	_____
6. CONTROL SYSTEM			
The controls for boom functions shall be 12 volt electric DC system. Controls shall be rocker switches.		_____	_____

		Yes	No
	GENERAL SPECIFICATIONS:		
	The top control for upper boom functions shall have a variable speed control to control boom movement. Controls shall have a cover. Upper controls will also include an Emergency decent valve.	_____	_____
	Lower controls will be rocker switches and have the capability of overriding the upper controls. Lower control panel mounted on the inside of the rear curbside door. There will also be a variable speed control for boom movement.	_____	_____
7.	BOOMS		
	Outer boom shall be constructed of steel tube and weldment of (Minimum 50,000 PSI yield strength). All pivot pins shall be hardened steel with a minimum tensile strength of 160,000 PSI. Pivot pins shall turn on replaceable bushings.	_____	_____
	Inner boom shall be aluminum.	_____	_____
	Boom configure shall be rectangular, or square shaped.	_____	_____
	Inner boom shall extend by double acting cylinder.	_____	_____
	Inner boom extends on externally adjustable wear pads.	_____	_____
	All electric wiring shall be inside boom and housed in a cat trac to prevent rubbing.	_____	_____
	A heavy duty boom rest is to be furnished with a tie-down for the booms.	_____	_____
	Hydraulic cylinders – The cylinder rod is threaded and screwed into the rod eye and then welded while the blind end of the cylinder is one piece design.	_____	_____
8.	HYDRAULIC DRIVE SYSTEM		
	The fan belt driven hydraulic pump shall be a combination that will deliver the necessary output to operate the aerial device at maximum performance.	_____	_____
	A hydraulic oil reservoir, 12 gallon minimum , shall be located inside the van and with sufficient volume to operate the aerial device without raising oil temperature excessively. Sight gauge for oil level.	_____	_____
	Filtration shall include suction and return. The return filter shall be a 10 micron and have a bypass in case the filter is plugged.	_____	_____
9.	ACCESSORIES		
	Rear platform extension, Aluminum tread plate deck.	_____	_____
	Black non-skid Martex coating on top.		
	Access step and grab handle on Curbside		
	Recessed wheel chock holder on Curbside. Two wheel chocks are to be provided.		

	<u>GENERAL SPECIFICATIONS:</u>	Yes	No
	LED tail lights in rear channel. Reflectors		
	Full width protective screen divider installed in van behind driver and passenger seat.	_____	_____
	Master Rack shelving package includes: Safety partition with hinged door in middle. Middle and Curbside top half of partition is perforated. Streetside has shelf unit over the wheel well. It has three shelves. Curbside has a shelf/drawer module over the wheel well. Features one fixed divider shelf and one plain shelf with a two drawer parts cabinet and a four drawer parts cabinet, lockable wheel well door. Also has three utility hooks. Note this is the standard Ford Configuration. Dual amber strobe lights mounted on each side of turret.	_____	_____
	Warn Evacuator model 97 back up alarm.	_____	_____
	DOT Kit--5lb. ABC Fire Extinguisher—mounted. Triangle Warning Kit. Spare fuses for truck. Required per Federal Motor Carrier Safety Regulation #393.95.	_____	_____
10.	LIGHTING All lighting required by State And Federal Safety Standard #108 shall be installed.	_____	_____
11.	PAINT Unit shall be Powder Coated to match the van.	_____	_____
12.	DECALS All decals in accordance with manufacturers and ANSI specifications shall be furnished.	_____	_____
13.	TESTING Complete unit testing per ANSI requirements shall be done prior to delivery, and copies of test results shall be furnished.	_____	_____
14.	TRAINING Upon delivery of the completed unit, a factory trained representative is to instruct our personnel on the proper operation of the Bucket van. This training will include operation, safety as it relates to such operation, proper inspection procedures as required by manufacturer and ANSI, and on general maintenance. Two sets of manuals/CD's are to be provided.	_____	_____

		Yes	No
	<u>GENERAL SPECIFICATIONS:</u>		
15.	WARRANTY Warranty is for one year from date of in service and covers all parts and labor for that period. During the first 180 days, the vendor's mechanic shall come to our location to perform warranty work at no charge. After that, Unit shall be brought to the nearest service center for any warranty repairs MADDDC recommended warning decals for a van of this designation shall be provided and affixed at the proper location. All standard safety equipment for a vehicle of this designation shall be provided. All design criteria shall be in accordance with current industry and engineering standards applicable and accepted for structural and hydraulic design safety factors for equipment of this designation. Equipment shall be delivered complete and operational per contained specifications.	 	
16	Additions 12 volt DC emergency power at bucket. Electric Tool Circuit with GFCI outlets, 20 AMP, at boom tip. Requires a power source such as an inverter or generator. 12 V DC Inverter to provide 110 V for electric tool circuit and laptop computer use. <u>2000</u> Watt. Also decide if an auxiliary battery is desired or required depending on inverter size. Start/Stop System Bucket Cover	 	

GPS Fleet Management System

The vehicle must come equipped with the Fleet Efficiency GPS Fleet Management System Vehicle Data Module Kit installed.

(NO exception to be taken)

To included cable/module to connect with vehicle ECM.

Contact Ron Horstmann at Fleet Efficiency

fleetefficiency@charter.net

314-754-7498

618-806-0971 (Cell)

CITY OF ST LOUIS, MISSOURI
INSTRUCTION TO BIDDERS (for request for quotations - RFQs)

VENDORS SHOULD CAREFULLY READ THE FOLLOWING INSTRUCTIONS AND TERMS AND CONDITIONS, BEFORE SUBMITTING QUOTATION. **CAUTION: THIS IS NOT AN ORDER**

- Quotations will only be accepted on this form which must be returned in a **sealed envelope**. *The upper left corner of the envelope must include the following information: Vendor Name, Quotation Number and the Due By Date.* This information is also required on any mail delivered next day or overnight.
- Quotations should be typewritten or in ink. Altered or erased unit price(s) must be initialed. One copy of Quotation Sheet must be submitted, please retain a copy for your files.
- The Supply Commissioner reserves the right to reject any or all bids.
- The Supply Commissioner reserves the right to make awards on an item basis or on a total basis.
- Bidders must quote Unit Price(s) and Extension on each item. When an error appears on an extension, the Unit Price(s) will govern.
- When Quotation Sheet requests item(s) by brand name and your quote is for an alternate brand – show brand name(s) with model number(s) and attach full specifications.
- When Quotation Sheet has only a general description(s) of item(s) required – show brand name with model number(s) and attach full specifications.
- Suppliers shall not offer more than one bid on each item. Two or more quotations on the same item may cause a rejection of the bid. Suppliers must determine which one of their many styles or types fully meet the specification.
- Freight or delivery charges must be included in quote, or shown separately on quote, so bid can be evaluated.
- **Bids must arrive no later than NOON** on the date stated or will be rejected. Faxed or E-mailed bids are not accepted unless specifically requested.
- Bids will be publicly opened on the date specified beginning at NOON.
- Prices quoted will be considered firm.
- Bids having an acceptance limit of less than 30 days after opening date may be rejected.
- Time of proposed delivery must be stated in definite terms.
- Failure of Bidder to understand the item(s) requested or any part of the specifications will not be a valid reason for bidding on the wrong item(s). Any questions regarding description of item(s) requested should be cleared with the Buyer listed in the bid document.
- **Samples** when requested must be delivered before actual time of bid opening with each sample plainly tagged showing the name of Bidder, Quotation Number, Brand Name and lot number or quality. Submission of samples does not relieve bidder from meeting the specifications as outlined in the Bid Documents unless the bidder specifically states they are bidding on an alternate.
- All samples are to be submitted to the address listed below unless otherwise stated in Bid Documents.
- Deliveries must be accompanied by a packing slip or invoice, listing the Department, Quotation Number, and the exact quantities of each item included in the shipment.
- ONLY U.S.P., N.F., OR N.N.D. DRUGS ARE ACCEPTABLE. ALL DRUGS MUST COME IN MANUFACTURER'S ORIGINAL PACKAGES, PROPERLY SEALED.
- In the event the successful bidder fails to make delivery of any item or items that meet the conditions and requirements as outlined in this proposal within 7 days of time stated by bidder on face of this quotation sheet, the City reserves the right to purchase said item or items on the "OPEN MARKET" and charge any costs above the BID PRICE to the bidder.
- The laws of the State of Missouri provide that the City of St. Louis pay no State Sales or Use Tax or Federal Excise Taxes and these taxes should be excluded from your bid price. Federal Excise Tax Exemption Certificates will be furnished to successful bidder.
- Suppliers shall save harmless the City of St. Louis from the payment of any and all claims or demands arising out of any infringement, alleged infringement, or use of any patent or patented device, article, system, arrangement, material or process used by him in the execution of this contract.
- Supply Division hours are Monday through Friday – 8:00 A.M. to 5:00 P.M. Main Number: 314-622-4580.

All bids must be submitted in a SEALED ENVELOPE and mailed to:

SUPPLY COMMISSIONER
1200 MARKET ST RM 324
ST LOUIS MO 63103-2842



**CITY OF ST. LOUIS
DEPARTMENT OF FINANCE
OFFICE OF THE SUPPLY COMMISSIONER**

FREDDIE L. DUNLAP
SUPPLY COMMISSIONER

FRANCIS G. SLAY
MAYOR

CITY HALL
1200 MARKET ST., ROOM 324
ST. LOUIS, MO. 63103-2819
(T): (314) 622-4580
(F): (314) 622-4141

ATTENTION

Please carefully review all information requested in this bid package. Failure to submit required samples, literature, unit pricing, extended pricing, and any other requested information may result in disqualification of your bid or any portion of your bid.

- Two or more bids submitted for one item (item rejected).
- Signature missing on bid or any required form.
- Buy American Form not completed or returned (may be rejected).
- M/WBE Form not completed or returned (may be rejected).
- Altered or erased unit prices (must be initialed).
- Faxed bid, unless specifically requested (will be rejected).
- Failure to submit required Bond (for Contracts only) by the date indicated.

The reasons indicated above may disqualify your bid. If you have any questions, call the buyer indicated on the RFQ.

This form must be returned with your bid. I certify that I have read and understand the information above.

Manual Signature

Date

ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT

The City of St. Louis has enacted an ordinance relating to the purchase of domestic products by City government, with penalty provisions. The ordinance amends Section 5.58.010 Revised Code of the City of St. Louis, 1986, as amended by adding thereto new subsections dealing with the requirement that the Supply Commissioner or his designee give preference to goods or commodities manufactured in the United States of America, stating exceptions to said policy. Sections one through six are reprinted below.

Section One. Section 5.58.010 Revised Code of the City of St. Louis is hereby amended by adding the following language: Each solicitation to bid and the method of describing the items to be bid upon of any goods or commodities sought to be purchased by the Office of Supply Commissioner, and any contract entered into by and on behalf of the City of St. Louis and executed by the Mayor and/or the Comptroller of the City of St. Louis wherein the construction, alteration, repair or maintenance of any public works is the subject of the contract so executed, shall contain a provision that the goods or commodities furnished or used in the furtherance of said project by any contractor or subcontractor, manufacturer or supplier as the case may be, shall be manufactured, assembled or produced in the United States, and said requirement as defined above shall be stated in said bid.

Section Two. The provision of Section One of this Ordinance shall not apply in the following instances:

- (i) Where the item purchased as the contract entered into for repairs or renovation is less than One Thousand (\$1,000.00) Dollars.
- (ii) Where no line of a particular good or product is manufactured, assembled or produced in the United States.
- (iii) Where the acquisition of United States manufactured or produced goods would increase the cost by more than (10%) percent.

Section Three. The certificate required by this section shall specify the nature of the contract, the product being purchased or leased, the names and addresses of the United States manufacturers and producers contracted by the Commissioner or the project architect or engineer, and an indication that such manufacturers or producers could not supply sufficient quantities or that the price of the products would increase the cost of the contract by more than ten percent.

Section Four. No public agency may authorize, provide for, or make any payment to any vendor or contractor upon any contract in violation of section 2 of this act. Prior to the awarding of the bid and before any public agency authorizes, provides, or makes payment to any vendor or contractor upon any contract to which section 2 or 6 of this act applies, the vendor or contractor shall provide proof of compliance with section 2, and, if applicable, section 6 of this act. Any vendor or contractor who knowingly misrepresents any material fact to the public agency concerning the origin of any manufactured goods or commodities shall be guilty of a Class A misdemeanor.

Section Five. Sections 1 to 6 of this act shall apply only to contracts and subcontracts entered into after the effective date of this act, and shall not limit the use or supply of manufactured goods or commodities purchased or leased prior to the effective date of this act.

Section Six. Nothing in sections 1 or 6 of this act is intended to contravene any existing treaty, law, agreement, or regulation of the United States. All contracts under section 1 or 6 of this act shall be entered into in accordance with existing treaty, law, agreement, or regulation of the United States including all treaties entered into between foreign countries and the United States regarding export-import restrictions and international trade and shall not be in violation of sections 1 to 6 of this act to the extent of such accordance.

Interpretations and Guidelines

Section One: "Shall be manufactured" is interpreted to mean to make or process a raw material into a finished product or to turn-out in a mechanical manner. "Assembled" is interpreted to mean to fit or to join together the parts, gather, or to congregate in a manufacturing environment. "Produced" is interpreted to mean to create by manual or physical effort, to make or yield to customary product or products.

Section Two (i) This is interpreted to mean less than one thousand dollars in aggregate (total purchases).

(iii) When applying this subsection, multiply the cost of the foreign product by ten percent and compare the cost to the American product. If the American product cost is less than the sum of the cost of the foreign product plus ten percent, the award will be made to the vendor bidding the American product. The price paid by the City of St. Louis will be the actual price bid by the winning bidder.

Section Three: "Could not supply sufficient quantities" is interpreted to mean in order to meet the using agency's delivery schedule and in quantity specified.

Section Four: The vendor's authorized representative must complete a self-certification form, as required by the existing procedures previously indicated. These certification forms will be used to determine whether the manufacturer or producers could, or could not supply sufficient quantities, or the cost of the products would increase the contract by more than ten percent.

Prior to the City awarding the bid, the vendor shall provide certification that the product being bid is manufactured, assembled or produced in the United States or there is an existing treaty, law or regulation whereby the product bid shall be treated the same as product manufactured, assembled or produced in the United States. The procuring agency shall accept the self certification in order to apply the percentage differential that is applicable under this law. Failure to provide certification shall cause the city to presume that such product is not American made and preference shall not be considered for that product.

CERTIFICATION FORM

ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT

(BUY AMERICAN)

Bidders are advised of legislation enacted by the City of St. Louis which requires all manufactured goods or commodities used or supplied in the performance of this contract or any subcontract to be manufactured, assembled or produced in the United States, unless obtaining American made products would increase the cost of this contract by more than ten percent.

Section Four requires the vendor or contractor to certify his compliance with this legislation and if applicable, Section Six, if preference is claimed.

This legislation does not apply if the total bid is less than one thousand dollars (\$1,000.00).

Bids received will be evaluated on the basis of this legislation. Certificates of compliance must be completed and returned to be considered for preference. Failure to provide certification shall cause the City to presume that such product is not American made.

☐

CERTIFICATION

If **all** the specified goods or products are manufactured, assembled or produced in the United States, check box at left and complete certification at the bottom of this form.

☐

SECTION SIX CERTIFICATION

If any or all of the specified goods or products are manufactured, assembled or produced in a country other than the "United States", and exemption is requested because such product is Fair Trade Product: (a) list the country, other than the United States, where each good or product you propose to furnish is manufactured, assembled or produced; (b) check box at left of this paragraph and list corresponding commodities and (c) complete Section Six Documentation portion below.

Item Number(s)

Location Where Item Manufactured, Assembled or Produced

☐

SECTION SIX DOCUMENTATION

The specified goods or products are treated as manufactured, assembled or produced in the United States under an existing treaty, law, agreement or regulation of the United States regarding export-import restrictions and international trade. List item Number(s) and Treaties covering item below.

DEFINITIONS

- MANUFACTURED** - to make or process a raw material into a finished product; create, or to produce or to turn-out in a mechanical manner.
- ASSEMBLED** - to fit or join together the parts in a manufacturing environment.
- PRODUCED** - create by manual or physical effort, to make or yield the customary product or products.

MUST BE COMPLETED AND SIGNED

I hereby certify that the above information is true and correct and further certify that this statement complies with all provisions of Section 5.58.010 Revised Code of the City of St. Louis, 1985, as amended.

FIRM NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

BY: _____

(SIGNATURE and TITLE)

**CITY OF ST. LOUIS/SUPPLY DIVISION
MINORITY/WOMEN BUSINESS ENTERPRISES FORM
(M/WBE FORM)**

A. Mayor's Executive Order #28, Section Six - Supply Contracts

1. The goal of the City of St. Louis is that 25% of the value of all contracts let and purchases made by the Supply Commissioner shall be let or made with Minority Business Enterprises (MBEs) and that 5% of the value of all contracts let and purchases made by the Supply Commissioner shall be let or made with Women's Business Enterprises (WBEs).
2. All contracts let by the Supply Division for the purchase or lease of materials, equipment, supplies, commodities or services, the estimated cost of which exceeds \$500, shall be subject to this goal.
3. The methods by which the Supply Commissioner shall pursue this goal shall include but not be limited to the following:
 - a. The Supply Commissioner shall solicit bids from minority business enterprises and women's business enterprises certified to supply the required materials, equipment, supplies or services;
 - b. St. Louis Airport Authority (SLAA) shall provide the Supply Commissioner with a list of minority business enterprises and women's business enterprises qualified to provide each of those commodities that the Supply Commissioner indicates are required by the City;
 - c. The Supply Commissioner shall notify SLAA prior to solicitation of bids whenever no such qualified businesses are available;
 - d. SLAA shall attempt to identify such qualified businesses, and if successful, shall notify the Supply Commissioner of their availability; and
 - e. The Supply Commissioner shall provide such minority business enterprises and women's business enterprises every practical opportunity to submit bids.
4. Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local MBE and WBE firms are encouraged.
5. Participation of MBE and WBE firms located outside the St. Louis Metropolitan Statistical Area (SMSA) shall not count toward the goals established in this order.

B. SUPPLY DIVISION POLICY

It is the policy of the Supply Division that all bids/contracts awarded adhere to the Mayor's Executive Order #28. All vendors are encouraged to comply with this policy and all other provisions of Executive Order #28. A copy of Executive Order #28 is available upon request. Each Vendor/Contractor (bidder) must complete, sign and return this M/WBE Form. Failure to complete, sign and return the M/WBE Form will result in the bid being declared non responsive and your bid may be eliminated.

C. OBLIGATION

The bidder agrees to make a good faith effort to ensure that M/WBE businesses have an opportunity to participate in the performance of contracts or subcontracts financed in whole or in part with City funds. The bidder will take all necessary and reasonable steps to ensure that said businesses have an opportunity to compete for and perform under this bid/contract. The bidder shall not discriminate on the basis of race, color, national origin or sex in the award and performance of bids/contracts. The Directory of Disadvantaged, Minority and Women Owned Business Enterprises certified by the City of St. Louis, can be viewed at www.mwdb.org.

**CITY OF ST. LOUIS/SUPPLY DIVISION
MINORITY/WOMEN BUSINESS ENTERPRISES FORM
(M/WBE FORM)**

D. BID/CONTRACT IDENTIFICATION

Bid #: _____ or Contract Name: _____

Opening Date: _____ Your Bid Total: \$ _____

If your bid is \$500 or higher, please complete Section 'E'. We are NOT requesting information on how your company currently supports M/WBE suppliers. We want to know if there are opportunities you might consider to work with M/WBE suppliers for THIS SPECIFIC bid/contract.

E. ASSURANCE

MBE/WBE Goal: 25% MBE and 5% WBE (Minimum Participation)

I, acting in my capacity as an officer of the undersigned bidder(s) if a joint venture, hereby assure the City of St. Louis that on this bid/contract my company will: **(CHECK ONLY ONE)**

☐ **Meet or exceed the M/WBE goal with: _____ % MBE and _____ % WBE Participation**

Proposed MBE Vendor Name: _____ Amount \$ _____

Item or materials to be supplied by MBE Vendor: _____

Proposed WBE Vendor Name: _____ Amount\$ _____

Item or materials to be supplied by WBE Vendor: _____

☐ **Fail to meet the M/WBE goal, but made a good faith effort to meet the goals as follows:**

_____ % MBE and _____ % WBE Participation (Enter Proposed Vendor information above.)

☐ **Not meet the M/WBE goal for the following reasons(s):(Check All That Apply)**

<input type="checkbox"/>	Our Company is an MBE certified by the State of: _____
<input type="checkbox"/>	Our Company is a WBE certified by the State of: _____
<input type="checkbox"/>	We have contacted suppliers listed in the SLAA Directory but have received no reply
<input type="checkbox"/>	There are no subcontracting opportunities for this bid/contract
<input type="checkbox"/>	We are a Dealer and the order will be drop-shipped from the manufacturer to the user
<input type="checkbox"/>	We are the manufacturer and the order will be drop-shipped from the factory to the user
<input type="checkbox"/>	A letter of explanation is attached
<input type="checkbox"/>	Other reason: _____ _____

FIRM NAME: _____

FEDERAL ID NUMBER: _____

SIGNATURE: _____

FAX NUMBER: _____

PRINTED NAME: _____

DATE: _____

TITLE: _____

E-MAIL: _____